Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Dry Pea & Lentil Commission - Office# 100	Accounts Payable Provides a record of requests, orders, invoices, travel vouchers	89-10-45043 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	and other administrative business transactions. Accounts Payable Provides a record of requests, orders, invoices, travel vouchers	90-01-45661 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
	and other administrative business transactions.						
Dry Pea & Lentil Commission - Office# 100	Advertising & Promotion Provides a record of and executed promotional efforts of the Commission.	89-10-45057 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Advertising and Promotion Provides a record of and executed promotional efforts of the Commission. NOTE: Per ARC review committee 10/30/08 - Designated as Archival per State Archivist.	90-01-45674 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Agreements and Contracts Documentation that provides a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the Commission.	89-10-45048 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	Agreements and Contracts Documentation that provides a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the Commission.	90-01-45665 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Non-Archival OPR
Dry Pea & Lentil Commission - Office# 100	Annual Reports Provides a yearly record of Commission activities.	90-01-45668 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Annual Reports Provides a yearly record of Commission activities.	89-10-45051 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Assessments & Collections Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for research, promotion and operational costs; also the investigation of unfair trade practices.	89-10-45042 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR

Dry Pea & Lentil Commission -	Assessments and Collections	90-01-45660 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Office# 100	Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for research, promotion and operational costs; also the investigation of unfair trade practices.						OFK
Dry Pea & Lentil	Banking Records	89-10-45040	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival
Commission - Office# 100	Cancelled and voided checks, bank statements, reconciliation reports, deposit and withdrawal records and other documentation pertaining to the banking activities of the Commission.	Rev.0					OPR
Dry Pea & Lentil	Banking Records	90-01-45658	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival
Commission - Office# 100	Cancelled and voided checks, bank statements, reconciliation reports, deposit and withdrawal records and other documentation pertaining to the banking activities of the Commission.	Rev.0					OPR
Dry Pea & Lentil	Budget Workpapers	89-10-45046	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival
Commission - Office# 100	Provides a record of yearly budget projections and operating expenditures.	Rev.0					OFM
Dry Pea & Lentil	Budget Workpapers	90-01-45663	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival
Commission - Office# 100	Provides a record of yearly budget projections and operating expenditures.	Rev.0					OFM
Dry Pea & Lentil Commission - Office# 100	Commission Newsletters Historical record containing copies of Commission newsletters sent to producers, Commission members and others.	89-10-45059 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil	Commission Newsletters	90-01-45676	Fiscal Year	72 Months	0 Months	6 Years	Archival
Commission - Office# 100	Historical record containing copies of Commission newsletters sent to producers, Commission members and others.	Rev.0					OFM
Dry Pea & Lentil	Elections	89-10-45049	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival
Commission - Office# 100	Documents election proceedings and appointments made of persons to serve as members of the board.	Rev.0					OFM
Dry Pea & Lentil Commission - Office# 100	Elections Documents election proceedings and appointments made of	90-01-45666 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
	persons to serve as members of the board.						
Commission -	,	90-01-45662 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Dry Pea & Lentil Commission - Office# 100		90-01-45662 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	

Dry Pea & Lentil Commission - Office# 100	Financial Reports Provides a summary of cash receipts and expenditures.	89-10-45044 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Dry Pea & Lentil Commission - Office# 100	History, WA State Dry Pea & Lentil Commission Historical documentation of the formation and organization of the Commission. NOTE: Per ARC review committee 10/30/08 - Designated as Archival per State Archivist.	90-01-45675 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	History, WA State Dry Pea & Lentil Commission Historical documentation of the formation and organization of the Commission.	89-10-45058 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Dry Pea & Lentil Commission - Office# 100	Legislation File To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the RCW pertaining to the Commission.	90-01-45669 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Legislation Files To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the RCW pertaining to the Commission.	89-10-45052 Rev.0	Calendar Yea	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Litigation & Legal Matter Correspondence and other documentation pertaining to legal matters that involve the Commission. Includes correspondence with the WA State AGO.	89-10-45053 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Litigation and Legal Matters Correspondence and other documentation pertaining to legal matters that involve the Commission. Includes correspondence with the WA State AGO.	90-01-45670 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Meeting Minutes To provide a record of regular, annual and other special meetings held by the Commission.	90-01-45667 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Meeting Minutes To provide a record of regular, annual and other special meetings held by the Commission.	89-10-45050 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Dry Pea & Lentil Commission - Office# 100	Payroll Records Provides a detailed record of employee hours and subsequent payroll activity.	90-01-45659 Rev.0	Fiscal Year	120 Months	0 Months	10 Years	Non-Archival OPR

Dry Pea & Lentil	Payroll Records	89-10-45041	Fiscal Year	120 Months	0 Months	10 Years	Non-Archival
Commission - Office# 100	Provides a detailed record of employee hours and subsequent	Rev.0					OPR
Office# 100	payroll activity.						
Dry Pea & Lentil	Publications & Bulletins	89-10-45060	Termination	72 Months	0 Months	6 Years	Archival
Commission -		Rev.0	of Contract				OFM
Office# 100	Historical record containing copies of all Commission						
	publications including bulletins, newsletters and promotional						
Dm. Doo 9 Lantil	printing and other types of literature. Publications and Bulletins	00 04 45677	Tammain atian	70 Maintha	O Maintha	C \/ 2 2 7 2	A malais sal
Dry Pea & Lentil Commission -	Publications and Bulletins	90-01-45677 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Archival OFM
Office# 100	Historical record containing copies of all Commission	Nev.u	Of Contract				OFW
Onioch 100	publications including bulletins, newsletters and promotional						
	printing and other types of literature.						
Dry Pea & Lentil	Purchasing Records	89-10-45056	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival
Commission -		Rev.0					OPR
Office# 100	To provide a record of supplies, materials and equipment						
Duri Da a 0 1 austil	purchases.	00 04 45070	Fig. al Vana	70 Manada	O NA	C \/	Niam Amalainai
Dry Pea & Lentil Commission -	Purchasing Records	90-01-45673 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Office# 100	To provide a record of supplies, materials and equipment	Rev.u					OPK
Office# 100	purchases.						
Dry Pea & Lentil	Research Records	90-01-45671	Calendar	72 Months	0 Months	6 Years	Archival
Commission -		Rev.0	Year				OFM
Office# 100	Documentation of research projects approved and carried out						
Down Day of the still	by various researchers.	00 40 45054	0.1	70 M	0.84 41	0.1/	A 1. 5 1
Dry Pea & Lentil Commission -	Research Records	89-10-45054 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Office# 100	Documentation of research projects approved and carried out	Nev.u	real				OFW
Officer 100	by various researchers.						
Dry Pea & Lentil	State Audit Reports	89-10-45047	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival
Commission -	·	Rev.0					OPR
Office# 100	Provides a record of audit examinations performed by the state						
D D 01 (''	auditor.	00.04.45004	E: 137	70.14 ()	0.84 (1	0.14	N. A. I. I.
Dry Pea & Lentil Commission -	State Audit Reports	90-01-45664 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival
Office# 100	Provides a record of audit examinations performed by the state						OPR
Office# 100	auditor.						
Dry Pea & Lentil	Travel Expenses	90-01-45672	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival
Commission -	'	Rev.0					OPR
Office# 100	Provides documentation of expenses incurred by personnel						
	while traveling on Commission business.						
Dry Pea & Lentil	Travel Expenses	89-10-45055	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival
Commission -	Provides decumentation of expenses incurred by persental	Rev.0					OPR
Office# 100	Provides documentation of expenses incurred by personnel while traveling on Commission business.						
	write travelling our confinitionion business.	<u> </u>	1				